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17 February 1972

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ADTR _____

DTR Staff Meeting
10 February 1972



Note: Attached to this summary are the minutes of the DD/S Staff Meetings of 18 January and 8 February 1972.

Mr. Cunningham

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Assignment: [redacted] is on a year's sabbatical to the Behavioral Activities Branch of TSD; concentrating on matters dealing with assessment of Soviets. People in OTR should provide assistance as he asks for it.

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DCJD/1-2 dated 24 January 1972: Recommended use in Senior Seminar, AIS, Midcareer, and AOC. Copies to be procured for these classes.
Note later action: Requirements for copies to be called into EA/P.

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Action

Two papers for comment: One on the establishment of an Institute for Intelligence (recommendation by [redacted] on the Management Advisory Group); second paper on the Studies in Intelligence from the Junior Officer Study Group. Copies to be sent to School and Staff [redacted]

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Action

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Around the Table:



Meeting on CI content. Met with representatives of the Area Divisions on CI content of courses. Two things accomplished - (1) arranged for material for possible use in BOC and (2) "publicity for OTR."

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Related comments: There appears to be no need for post-graduate operations training; AOC is on target; need felt for concentrating on liaison training. Reference made to the WH paper which has been put out as an Intelligence Brief.

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Midcareer Course: Bad weather forced cancellation of several speakers on a single day; the DD/P handled some of the coverage; arrangements will be made for the DD/P to address members of the AOC.

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25X1C [redacted] Called to [redacted] request that someone come [redacted] was asked to send a letter formally requesting the interview.

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Interest in CTs: CI Staff has had fine help from CTs, and wants as many as available -- even at EOD before formal training begins.

Commented on his proposal that one of the psychologists in PSS/OMS be TDYed to the CS; discussion followed on the matter of their taking the BOC. Generally negative.

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Language Highlights: Distributed about 1,000 copies throughout the Agency. More available in the Language School.

Language School Management: Continuing the study; screening library for relevance; beginning retirement discussions with six contract-instructors.

Visits to other Language Facilities continuing: Consequence of a visit to NSA is the opportunity for Commo people to study languages there. Noted that the new NSCID on the National Cryptologic Command, which puts NSA into the coordination business. (Mr. Cunningham asked that attention be given to the implications of this in relation to the Agency.)

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Programmed Instruction: Commented on the completed text on the Topographical Map Reading; used in BOC, the DIS, plus OTR's Map Reading and Imagery Analysis course; 15-17 hours to complete.

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Meeting with [REDACTED] representatives: At [REDACTED] to discuss the needs of the Commo School at [REDACTED]. A "package" of training covering management, supervision and writing is desired for communicators and technicians who are going to the field as supervisors. Follow-up sessions planned.

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[REDACTED]

FAES: Reported on the status of registration (only four).

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Agency Training Record: Noted the current status of requirements and the restrictions on the production of machine runs at this time.

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[REDACTED]

Clerical Training: Invited cooperation of all present while testing the interview program to determine needs of senior secretaries -- and a level just under that. Within the week, [REDACTED] will be calling on upwards of 30 secretaries in OTR.

Visit from the Director of the Washington School for Secretaries: Discussed the School's program. It emphasizes skills and human relations. One element of the course that SuS people will look into is that which deals with improving the executive's skill in dictating.

ADJOURNED: 11:15

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MINUTES

DD/S STAFF MEETING

18 January 1972



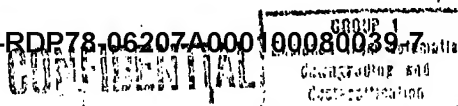
2. Security Classification Consciousness. Mr. Coffey commended this objective to the attention of Office Heads and originators of documents by suggesting that all personnel be more alert to the true classification of papers and documents; not to stamp everything Secret automatically, as is our common tendency. Personnel in the Support Directorate can do a great deal to make our classifications more appropriate.

3. Loan of CIA Employees to Other Government Agencies for Activities Within the United States. Mr. Coffey distributed to Office Heads a copy of the memorandum from Executive Director-Comptroller dealing with this matter. For Support components this is of frequent concern--particularly in the areas of clerical, instructional and security support. In the future, Office Heads will not concur in the loan of Agency personnel under these circumstances, unless directed by higher authority. Very routine requirements may be approved as exceptions to the policy.

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4. Support Directorate Security Violations During December 1971. The Directorate incurred 4 security violations during December: 1 - OP; 1 - OMS; 2 - OP. This figure represents an improvement over December 1970.

5. Microfilm Seminar. [REDACTED] presented a short briefing on the microfilm seminar being presented this week in all four Directorates. The objective of the seminar is to have senior officers of the components view the equipment, learn its capability, see examples of material on film, and the use to which this technique may be applied in the individual component. The program is approximately 1 1/2 hours in length and is for Division/Staff Chiefs and Deputies. The seminar was presented this morning (18 January) to 15 DDS&T senior personnel; this afternoon it will be presented to DDP personnel, and DDI personnel will attend on 19 January. On 20 and 21 January the seminar



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will be presented to some 25 mid-level "S" careerists to get their reactions, comments and assistance in tailoring a one-day program for senior Support personnel which will be presented in the near future.

[REDACTED] also expressed a desire to work up a program for Logistics officers assigned around the Agency to be presented later in the summer.

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6. Around the Table

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Office of Communications -- The [REDACTED] conference site is now in operation. It has already been used three times and bookings are being made rapidly. This site can handle up to 24 people, more than the [REDACTED] site.

Office of Medical Services -- January generally is poor from the medical standpoint. This month, so far has been no exception; there are quite a few cases of respiratory illness and infections. Some affect the patient in a more potent fashion than others. Dr. Tietjen recommended that employees who contract such illnesses be ordered home until recovered rather than spread further infection in the office environment.

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Office of Training -- OTR is working on the first SWOOP program of the year. This is the student and wives orientation program, the first one being an Office of Communications program--a three-day orientation for wives at [REDACTED]

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A retirement seminar will be held at [REDACTED] 9 and 10 February.

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Nominations from Directorates for the Senior Seminar will now be accepted until 10 February. The second running has been shortened to nine weeks and there will be no field trips.

EO-DD/S -- [REDACTED] noted that correspondence prepared for the signature of Mr. Colby should be in the format: W. E. Colby, Executive Director-Comptroller. (Initials only)

Office of Finance -- Back pay for Wage Board personnel will be paid 4 February.

Office of Logistics -- The West Coast dock strike began again this date. At the present time no word has been received as to the status of negotiations with the union to handle military cargo while the strike proceeds. Mr. Blake also noted that present working arrangements on the East Coast expire 18 February. As of this time no prediction can be made as to whether the East Coast will be subjected to a continuation of the strike.

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ADD/S -- Mr. Wattles noted that Office Directors and Staff components of the DD/S Office would receive shortly a memorandum soliciting information in response to an Executive Director-Comptroller request for a report on intra-Agency groups. Addressees should report this information to the DD/S by 27 January 1972. Information about each group should include name, authority for existence, brief description of duties, basis for membership, and present incumbents.

SSA-DD/S -- The Department of State Newsletter has issued a Special Supplement dated January 1972 entitled Employee-Management Relations in the Foreign Service of the United States. It is, in its entirety, the text of Executive Order 11636 and a section-by-section analysis of the Order, together with pertinent transmittal documents. The President signed the Order on 17 December 1971 and it became effective 24 December 1971.

As noted previously, this Executive Order effectively permits unionization of three foreign affairs agencies of the Government--State, USIA and AID with respect to employee-management relations, if so voted by the employees themselves. Those persons having a need for knowledge of the Order in depth are urged to secure a copy of the Special Supplement for study. The main thrust of the Order is quoted from Deputy Undersecretary Macomber's letter to all members of the Foreign Service:

"The principal feature of the employee-management relations system is that in the future the management of each foreign affairs agency must consult with the exclusive representative elected by the Foreign Service employees in that agency with respect to all changes in personnel policies, proposed by either employee representatives or management, which affect working conditions of employees."

Further, "It lays the ground rules for a new era of employee participation in the formulation of personnel policies and procedures which affect the conditions of Foreign Service employment."

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SF	29 Feb 72	Mandatory
SL	29 Feb 72	Mandatory
S	29 Feb 72	Mandatory
SL	1 Feb 72	Disability
SL	29 Feb 72	Disability

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CIARDS

SF	4 Feb 72	Voluntary
SC	4 Feb 72	Disability
S	29 Feb 72	Disability

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6. Around the TableOffice of Communications.

25X1A [redacted] became ill while on TDY and is in San Francisco. He will return to Headquarters later this week.

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Office of Personnel. Concerning the Presidential Classroom Program, Mr. Fisher noted that [redacted] has asked for permission for each of the student groups to visit Headquarters for a briefing. A total of 320 students are involved in the program. Mr. Coffey asked that the proposal be forwarded to his office for consideration.

Office of Security. [redacted] said that a paper is being prepared on the proper classification of material. It will be out in the next few days.

Office of Training. Mr. Cunningham noted that the FSI Senior Seminar had its "day at the CIA" on 7 February which seemed well received.

A new snack bar is now in operation at the Chamber of Commerce building on the seventh floor. It is quite pleasant and has adequate seating space.

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There has been a reunion of the first CIA Senior Seminar--feedback on suggestions for improvement is under review.

It was announced at the FSI Senior Seminar that Mr. Karamessines was one of the winners of National Civil Service League awards for this year.

[redacted] noted that Mr. Duckett is now able to receive visitors, but visits should be kept short. He appreciates cards and letters very much.